

**CITY OF ASHEVILLE  
FEES & CHARGES SUMMARY**

**DEPARTMENT      Civic Center**

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**CITY OF ASHEVILLE  
FEES & CHARGES MANUAL**

<b>DEPARTMENT</b>	<u>Civic Center</u>	<b>DIVISION</b>	<u>Concessions</u>
<b>Revenue Name</b>	<u>Sale Materials &amp; Services - Beer &amp; Wine</u>		
<b>Account Code</b>	<u>62600904:450508</u>		

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**Description of Revenue**

Revenue derived from the sale of beer and wine at appropriate Civic Center events.

**Fee Schedule**

Market Value.

**CITY OF ASHEVILLE  
FEES & CHARGES MANUAL**

<b>DEPARTMENT</b>	<u>Civic Center</u>	<b>DIVISION</b>	<u>Concessions</u>
<b>Revenue Name</b>	<u>Sale Materials &amp; Services - Catering Commissions</u>		
<b>Account Code</b>	<u>62600904:450405</u>		

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**Description of Revenue**

Revenue derived from firms catering at the Civic Center.

**Fee Schedule**

10% of Gross Sales.

**CITY OF ASHEVILLE  
FEES & CHARGES MANUAL**

<b>DEPARTMENT</b>	<u>Civic Center</u>	<b>DIVISION</b>	<u>Concessions</u>
<b>Revenue Name</b>	<u>Sale Materials &amp; Services -- Catering In-House</u>		
<b>Account Code</b>	<u>62600904:450510</u>		

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**Description of Revenue**

Revenue derived from the Civic Center Concessions Division doing the catering.

**Fee Schedule**

Varies by Product.

**CITY OF ASHEVILLE  
FEES & CHARGES MANUAL**

<b>DEPARTMENT</b>	<u>Civic Center</u>	<b>DIVISION</b>	<u>Concessions</u>
<b>Revenue Name</b>	<u>Food Sales</u>		
<b>Account Code</b>	<u>62600904:450504</u>		

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**Description of Revenue**

Revenue derived from the sale of food at concession operations.

**Fee Schedule**

Charges for concessions sold by the Civic Center as determined by periodic reviews of cost of goods sold and survey of local entertainment venues.

**CITY OF ASHEVILLE  
FEES & CHARGES MANUAL**

<b>DEPARTMENT</b>	<u>Civic Center</u>	<b>DIVISION</b>	<u>Concessions</u>
<b>Revenue Name</b>	<u>Sale Materials &amp; Services - Mixed Beverages</u>		
<b>Account Code</b>	<u>62600904:450507</u>		

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**Description of Revenue**

Revenue derived from the sale of mixed beverages during appropriate Civic Center events.

**Fee Schedule**

Market value.

**CITY OF ASHEVILLE  
FEES & CHARGES MANUAL**

<b>DEPARTMENT</b>	<u>Civic Center</u>	<b>DIVISION</b>	<u>Concessions</u>
<b>Revenue Name</b>	<u>Sale Materials &amp; Services - Vending</u>		
<b>Account Code</b>	<u>62600904:450502</u>		

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**Description of Revenue**

Revenue from the Vending Machines in the Civic Center.

**Fee Schedule**

Varies by product.

**CITY OF ASHEVILLE  
FEES & CHARGES MANUAL**

<b>DEPARTMENT</b>	<u>Civic Center</u>	<b>DIVISION</b>	<u>General Operations</u>
<b>Revenue Name</b>	<u>Arena Reset Fees</u>		
<b>Account Code</b>	<u>62600900:450307</u>		

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**Description of Revenue**

Revenue derived from the reset of the arena.

**Fee Schedule**

Remove Bleachers:           \$1,000.00 per event for shows grossing less than \$35,000.00 in ticket sales.

Remove ADA Section:       \$2,500.00 per event for shows grossing less than \$35,000.00 in ticket sales.

Note: The above fees will be waived for tenants that held events at the Civic Center prior to October 1, 1998.



**CITY OF ASHEVILLE  
FEES & CHARGES MANUAL**

**DEPARTMENT** Civic Center **DIVISION** General Operations  
**Revenue Name** Capital Maintenance Fee  
**Account Code** 62600900:488003

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**Description of Revenue**

Revenue from the promoter of ticketed events to assist with capital improvements.

**Fee Schedule**

2% of gross ticket sales.

**CITY OF ASHEVILLE  
FEES & CHARGES MANUAL**

<b>DEPARTMENT</b>	<u>Civic Center</u>	<b>DIVISION</b>	<u>General Operations</u>
<b>Revenue Name</b>	<u>Facility Fee</u>		
<b>Account Code</b>	<u>62600900:450313</u>		

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**Description of Revenue**

Revenue from the collection of a facility fee for all ticketed entertainment events and a facility fee for all trade show events.

**Fee Schedule**

Up to \$3.00 per ticket depending on show.

**CITY OF ASHEVILLE  
FEES & CHARGES MANUAL**

<b>DEPARTMENT</b>	<u>Civic Center</u>	<b>DIVISION</b>	<u>General Operations</u>
<b>Revenue Name</b>	<u>Miscellaneous</u>		
<b>Account Code</b>	<u>62600900:489000</u>		

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**Description of Revenue**

Revenue derived from infrequently provided services such as the subletting of telephone lines, mail order ticket handling charges, bad check collection fees, etc.

**Fee Schedule**

As collected.

**CITY OF ASHEVILLE  
FEES & CHARGES MANUAL**

**DEPARTMENT** Civic Center **DIVISION** General Operations  
**Revenue Name** Miscellaneous - Cleaning and Maintenance  
**Account Code** 62600900:489000

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**Description of Revenue**

Revenue derived for periodic cleaning and maintenance of facilities due to concessions usage

**Fee Schedule**

\$ 0.20 per attendee

Rev 07-2012

**CITY OF ASHEVILLE  
FEES & CHARGES MANUAL**

**DEPARTMENT** Civic Center **DIVISION** General Operations  
**Revenue Name** Sale Materials & Services--Novelty Sales  
**Account Code** 62600900:450511

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**Description of Revenue**

Revenue derived from Novelty and T-Shirt Sales at events.

**Fee Schedule**

25% of net gross.

**CITY OF ASHEVILLE  
FEES & CHARGES MANUAL**

<b>DEPARTMENT</b>	<u>Civic Center</u>	<b>DIVISION</b>	<u>General Operations/Event Personnel</u>
<b>Revenue Name</b>	<u>Rent - Building, Equip. &amp; Staff</u>		
<b>Account Code</b>	<u>See Fee Schedule below</u>		

**Description of Revenue**

Revenue derived from the rental of Civic Center space.

**Fee Schedule**

**I. Facility Rental Rates**

**1. Arena -- 62600900:450307**

- a. Ticketed Events: \$2,750.00 or 10% of Net Gross Ticket Receipts, whichever is greater, computed per performance. Net Gross is defined as actual gross receipts less appropriate North Carolina taxes. An additional fee of \$200.00 vs. 3% of gross receipts from receipts from ticket sales is added to either type of rental payment, whichever is greater. Tickets must be sold by Civic Center Box Office.
- b. All Other Events: \$2,750.00 per day. Not to exceed 8 hours of occupancy. Additional time - \$200.00 per hour.

**2. Thomas Wolfe Auditorium -- 62600900:450308**

- a. Ticketed Events: \$1,350.00 or 10% of Net Gross Ticket Receipts, whichever is greater, computed per performance. Net Gross is defined as actual gross receipts less appropriate North Carolina taxes. An additional fee of \$200.00 vs. 3% of gross receipts from receipts from ticket sales is added to either type of rental payment, whichever is greater. Tickets must be sold by Civic Center Box Office.
- b. All Other Events: \$1,350.00 per day. Not to exceed 8 hours of occupancy. Additional time is \$100.00 per hour.

**3. Exhibit Hall -- 62600900:450308**

- a. Ticketed Events: \$1,000.00 or 10% of Net Gross Ticket Receipts, whichever is greater, computed per performance. Net gross is defined as actual gross receipts less the appropriate North Carolina taxes. An additional fee of \$200.00 vs. 3% of gross receipt
- b. All Other Events: \$1,000.00 per day. Not to exceed 8 hours of occupancy. Additional time - \$100.00 per hour.

# CITY OF ASHEVILLE FEES & CHARGES MANUAL

<b>DEPARTMENT</b>	<u>Civic Center</u>	<b>DIVISION</b>	<u>General Operations/Event Personnel</u>
<b>Revenue Name</b>	<u>Rent - Building, Equip. &amp; Staff</u>	<u>(continued)</u>	
<b>Account Code</b>	<u>See Fee Schedule below</u>		

## Fee Schedule

### **4. Banquet Hall**

\$500.00 rental for each 8 hour period per day. Additional hours at \$50.00 each.  
Time after 12 AM is \$100.00 per hour.

### **5. Meeting Rooms 1 to 12 -- 62600900:450310**

\$100.00 rental for each 8 hour period per day. Additional hours at \$15.00 each.  
Time after 12 AM is \$100.00 each hour.

### **6. Move In/Move Out/Rehearsal or Dark Day Fees**

- a. Monday to Wednesday: Half the regular "All Other Events" fee for up to 8 hours of use. Additional time charged regular per hour fee quoted above.
- b. Thursday to Sunday: The regular "All Other Events" fee for an 8 hour period. Additional time charged at regular per hour fee quoted above.

## **II. Staff, Optional Equipment, and Utility Rates**

### **1. Staff Reimbursement: Minimum 4 hour calls apply. -- 62600901:450512**

a. Door Guards	\$11.00/hour
b. Ticket Takers	\$11.00/hour
c. Ushers	\$11.00/hour
d. EMT (Emergency Medical Technician)	\$20.00/hour
e. Crew Leader	\$20.00/hour
f. City Police Officers	\$30.00/hour
g. Police Supervisor (3 or more)	\$35.00/hour
h. Receptionist	\$11.00/hour
i. Laborer	\$20.00/hour
j. Equipment Operator	\$20.00/hour
k. Electrician	\$20.00/hour
l. Ticket Seller	\$11.00/hour
m. Coordinator	\$20.00/hour

# CITY OF ASHEVILLE FEES & CHARGES MANUAL

DEPARTMENT	Civic Center	DIVISION	General Operations/Event Personnel
Revenue Name	Rent - Building, Equip. & Staff	(continued)	
Account Code	See Fee Schedule below		

## Fee Schedule

### **2. Equipment: is on an as available schedule. -- 62600900:450306**

All equipment is finite in number. We urge you to communicate your needs as soon as you know, but most certainly, at least 15 days prior to your event.

a. Basketball Floor	\$600.00/day
b. Chairs	\$ 0.75/each
c. Follow Spots (Super Troupers)	\$ 100.00/each/day
d. Forklift (without operator)	
(i) By the hour	\$15.00/hour
(ii) By the day	\$100.00/day
e. Forklift (with operator)	
(i) By the hour	\$40.00/hour
f. Lectern	\$10.00/day
g. Microphone (1 supplied no charge)	\$15.00/each
h. Photo Copies	\$0.25/each
i. Piano (Tuning not included)	
(i) Upright	\$50.00
(ii) Steinway Concert Grand (auditorium only)	\$500.00
(iii) Baldwin Grand (arena only)	\$300.00
j. Pipe & Drape (Blue)	
(i) Exhibit Booth (8'x10' or 10'x10')	\$20.00 per show
(ii) Perimeter Drape	\$1.00/running ft.
k. Staging/Risers/Steps (4'x8' sections)	\$15.00/each
l. Tables (8'x30" rectangular or 60" round)	\$6.00/each
(i) Cloths for above (linen)	\$10.00/each
(ii) Paper Covers	\$3.00/each
(iii) Skirting for tables	\$12.00/each
m. Washer/Dryer Rental	\$50.00/day
n. Towels	
(i) Hand Towels	\$2.00/each
(ii) Bath Towels	\$4.00/each
o. Iron & Ironing Board	\$30.00/day
p. Fax Transmittal/Receive	\$2-1st page/\$1 addtl. pages
q. Orchestra Shell	\$300.00/day
r. Sound System	\$100.00
(i) Wireless Microphones	\$30.00/each
(ii) TV/VCR	\$75.00
(iii) Easel	\$10.00 each



**CITY OF ASHEVILLE  
FEES & CHARGES MANUAL**

<b>DEPARTMENT</b>	<u>Civic Center</u>	<b>DIVISION</b>	<u>General Operations/Event Personnel</u>
<b>Revenue Name</b>	<u>Rent - Building, Equip. &amp; Staff</u>		<u>(continued)</u>
<b>Account Code</b>	<u>See Fee Schedule below</u>		

**Fee Schedule**

**3. Utility Rates:**

- |   |  |
|---|--|
| a. Telephone (For 800, 888, & local calls only) |  |
| (i) Installation*                               | \$125.00/line                                |
| (ii) If no longer than 7 days add               | \$50.00/week                                 |
| b. Electrical                                   |  |
| (i) Per 15/20/30 Amp 120 volt Circuit           | \$30.00/1st day & \$20<br>each day afterward |
| (iii) Extension Cord (no power included - 25ft) | \$25.00/each                                 |
| (iii) Special Services:                         |  |
| 208 volt/ 408 volt, Three Phase, etc.           | \$50.00 - \$300.00 per day                   |
| c. Water Hookup* (limited to select locations)  | \$75.00/2 hot tubs<br>(other rates TBD)      |

\* Floor Rate add \$50.00/each

**III. Negotiation of Rental Rates**

The Civic Center Director is authorized to negotiate rental rates and to charge other rates for any of the Civic Center facilities and equipment outside of the normal rental schedule when in his/her judgment such negotiated rates are in the best interests

**CITY OF ASHEVILLE  
FEES & CHARGES MANUAL**

<b>DEPARTMENT</b>	<u>Civic Center</u>	<b>DIVISION</b>	<u>General Operations/Event Personnel</u>
<b>Revenue Name</b>	<u>Other Miscellaneous Revenue - Coat Check Fees</u>		
<b>Account Code</b>	<u>62600900:488000</u>		

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**Description of Revenue**

Providing staff for patrons to check and up their coats for events at the Civic Center

**Fee Schedule**

\$1.00 - \$3.00

**CITY OF ASHEVILLE  
FEES & CHARGES MANUAL**

<b>DEPARTMENT</b>	<u>Civic Center</u>	<b>DIVISION</b>	<u>General Operations/Event Personnel</u>
<b>Revenue Name</b>	<u>Wrist Band Slaes</u>		
<b>Account Code</b>	<u>62600900:450355</u>		

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**Description of Revenue**

To insure patrons are of age to purchahse and the privilage patrons can purchase alcohol drinks or beverages at Civic Center events

**Fee Schedule**

\$2.00

**CITY OF ASHEVILLE  
FEES & CHARGES MANUAL**

**DEPARTMENT** Civic Center **DIVISION** Ticket Office  
**Revenue Name** Sale Materials & Services - Ticket Office  
**Account Code** 62600903:450358

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**Description of Revenue**

Revenue derived from a percentage paid by lessees for ticket services.

**Fee Schedule**

\$200.00 vs. 3% of net gross.

**CITY OF ASHEVILLE  
FEES & CHARGES MANUAL**

**DEPARTMENT** Civic Center **DIVISION** Ticket Office  
**Revenue Name** Sale Materials & Services - Box Office Handling  
**Account Code** 62600903:450359

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**Description of Revenue**

Revenue derived from a fee paid by the public to purchase tickets of the phone.

**Fee Schedule**

\$1.50 per ticket by the phone.

## ENGINEERING OPERATIONS SHEET

EVENT:

DATE:

### UNDERLINE AREAS USED BY EVENT

1. Arena Main Floor; Concourse; Dressing Rooms A, B, C, D, E; Meeting Rooms 2,3,4,5,6,7,8,9,10,11; Visitors Locker Room;
2. Auditorium; Lobby; Main Floor Seating; Balcony Seating; Stage; Dressing Rooms
3. Exhibit Hall; Dish Room; Employee Parking Lot
4. Banquet Hall
5. Museum or Other \_\_\_\_\_

**ALL REQUEST MUST BE RECEIVED FIVE WORKING DAY PRIOR TO THE EVENT OR RATES COULD BE CHARGED AT THE RATE "DAY OF THE EVENT"**

Personnel Charges	Cost	Quantity	Total
Electrician or Engineer	\$30.00 per hour		
Labor	\$20.00 per hour		
Equipment Used by Client			
Telephone Line (no long distance calls)	\$125.00 each		
Telephone Line (day of the event) (no long distance)	\$175.00 each		
Telephone Instrument	\$10.00 each		
Follow Spots – Carbon arc Super Troopers (Must use IATSE Operators – see IATSE rate sheet for operator cost)	\$100.00 each		
Portable PA system with one Microphone	\$30.00 per day		
Microphone	\$15.00 each – per day		
Wireless Microphone (limited avail)	\$30.00 per day		
Sound System Usage in the Arena or Auditorium (When Required – Must use IATSE Operators – see IATSE labor rate sheet)	\$100.00		
CD Player	\$20.00 per day		
20 amp – 120 volt circuit (10 days advance notice)	\$30.00 the first day & \$10.00 each additional day		
20 amp – 120 volt circuit (day of event)	\$60.00 the first day and \$10.00 each additional day		
20 amp – 208 volt – single phase circuit (10 day advance notice)	\$50.00 the first day and \$15.00 each additional day		
20 amp – 208 volt – single phase circuit (day of event – if possible)	\$100.00 the first day and \$30.00 each additional day		
50 amp – 208 volt – single phase circuit (10 day advance notice)	\$75.00 the first day and \$25.00 each additional day		

## ENGINEERING OPERATIONS SHEET

(Continued)

Equipment	Cost	Quantity	Total
30amp – 208 – 3 phase circuit (10 day advance notice)	\$75.00 the first day and \$25.00 each additional day		
30 amp – 208 volt – 3 phase circuit (day of the event – if possible)	\$150.00 the first day and \$25.00 each additional day		
50 amp – 208 volt – 3 phase circuit (10 day advance notice)	\$100.00 the first day and \$30.00 each additional day		
50 amp – 208 volt – 3 phase circuit (day of the event – if possible)	\$200.00 the first day and \$30.00 each additional day		
100 amp – 208 – 3 phase circuit (10 day advance notice)	\$150.00 the first day and \$50.00 each additional day		
100 amp – 208 – 3 phase circuit (day of the event – if possible)	\$300.00 the first day and \$50.00 each addition day		
Water (10 days advance notice) limited locations	\$75.00 / 2 hot tubs (other rates TBD)		
Water Hook up day of the event (if possible)	\$150.00 each		
Cable Trays – 3 foot sections- limited quantity	\$5.00 each		
Drop Cords	\$25.00 each		
Power Strips (limited quantity)	\$20.00 each		
Wireless Internet Service – Green Room and Banquet Hall;	\$200.00		
Wireless Internet Service for Arena – for meeting room #8 & #9; additional charges will apply for other areas arena;	\$200.00		
Cable TV Hook-Up (limited areas)	\$50.00		
Employee parking lot	\$1500.00 per day Only available if employee parking be arranged off sight;		
Other materials and equipment not listed will be charged by product value;			

# MAINTENANCE OPERATIONS SHEET

EVENT:

DATE:

## CIRCLE AREAS USED BY THE EVENT

1. Arena: Main Floor; Concourse; Dressing Rooms A, B, C, D, E; Meeting Rooms 2,3,4,5,6,7,8,9,10,11;
2. Auditorium; Lobby, Main Floor Seating, Balcony Seating, Stage, Dressing Rooms
3. Exhibit Hall; Dish Room; Employee Parking Lot
4. Banquet Hall
5. Museum or other \_\_\_\_\_

Personnel Charges	Cost	Quantity	Total
Crew Leader	\$20.00 per hour		
Equipment Operator	\$20.00 per hour		
Labor	\$20.00 per hour		
Equipment Used by Client	Cost		
Basketball Floor	\$600.00		
Fax transmit or receive	\$ 2.00 1 <sup>st</sup> page + \$1.00 add pg		
Photocopies	\$ 0.25 each		
Forklift (without operator)	\$ 15.00 per hour		
	\$100.00 per day		
Washer/Dryer	\$ 50.00 per day		
Iron and Ironing Board	\$ 30.00 per day		
Steamer	\$ 30.00 per day		
Towels	\$ 4.00 each		
Hand Towels	\$ 2.00 each		
Lectern or Podium	\$ 10.00 per day		
Orchestra Shell	\$300.00		
Piano (tuning not included)			
Steinway Concert Grand	\$500.00 (auditorium only)		
Baldwin - Grand	\$300.00 (arena only)		
Upright	\$ 50.00		
<b>Pipe and Drape</b>			
Exhibit Booth 10'x10' with 10' back drop and 3' sides	\$ 20.00 per show		
8' and 3' perimeter drape	\$ 1.00 per running foot		
Staging	\$ 15.00 per section		
Steps when not used with our staging	\$ 15.00 per set		
Risers	\$ 15.00 per section		
Tables (8ft x 30in or 5ft round)	\$ 6.00 each		
Table Cloths (white)	\$ 10.00 each		
Plastic Table Skirting (white)	\$12.00 each		
Paper Table Cloths	\$ 3.00 each		
Chairs	\$ 0.75 each		
Television/VCR	\$ 75.00 per day		
Easel	\$ 10.00 each - limited quantity		
Projector Screen	\$ 15.00 and \$ 25.00 each		